



## **DOCUMENT CHECKLIST FOR A SOLE PROPRIETORSHIP**

- ☐ 1. Completed certification application.
- ☐ 2. Completed Affidavit of Certification (DBE/MBE) or Statement of Disadvantage (MBE) for all applicants claiming disadvantaged status.
- ☐ 3. Resume of the owner and key employees, if applicable. Resumes must be in detailed, chronological order and include places of ownership/employment with corresponding dates.
- ☐ 4. Proof of U.S. citizenship in the form of a U.S. Passport *or* Permanent Resident Card *or* Certificate of Naturalization *or* birth certificate and government issued photo identification (e.g. driver's license).
- ☐ 5. Documented proof of contributions used to acquire ownership showing that the owner paid for the value of his/her interest in the business or in some way invested personal funds into the business. Acceptable proof includes both sides of cancelled checks or receipts. If unavailable and the firm is more than five (5) years old, a signed and notarized statement describing the personal investment may be acceptable.
- ☐ 6. Completed Personal (Financial) Net Worth statement.
- ☐ 7. Copy of personal federal tax returns for the past three (3) year. Include all schedules.
- ☐ 8. Businesses less than one year old are encouraged, but not required, to submit a business plan.
- ☐ 9. Copy of home state MBE/DBE/ACDBE/WBE certification for non-Maryland firms only.
- ☐ 10. Copy of all MBE/DBE/ACDBE/WBE certifications and denials of certification by other agencies, if any.
- ☐ 11. Copies of professional licenses and permits, including all licenses and permits held by the business, the owner(s), and employees of the business in the areas of work in which the business is seeking certification.
- ☐ 12. List of equipment used to provide services for which the business is seeking certification.
- ☐ 13. Copy of vehicle title(s) or registration(s) and current insurance policy for all vehicles used by the business.
- ☐ 14. Agreements such as lease, loan, distributorship, or any other type of formal written agreements related to the operation, management, and or funding of the business. Include agreements with any financial institutions or other types of businesses/individuals and proof of payment on loans, if applicable.

- ☐ 15. Copies of three (3) job contracts, if applicable. Task orders, purchase orders, and invoices are acceptable.
- ☐ 16. Copy of bank signature authorization form or a letter signed by a bank official indicating who has authority to sign checks on the business account.
- ☐ 17. Copies of year-end financial statements of the business for the past three (3) years or the life of firm, if less than three years. A new business must provide a current financial statement. Non-CPA statements are acceptable.
- ☐ 18. Quarterly state unemployment tax wage report for last four (4) quarters. Include all attachments.